



WILLIAM H. BOWEN SCHOOL OF LAW PUBLIC SERVICE EXTERNSHIP PROGRAM

RULES OF PUBLIC SERVICE EXTERNSHIP PROGRAM¹

- 1) Seminar Component
 - a) Mandatory attendance for the orientation sessions that are scheduled during orientation week at the law school.
 - b) Mandatory attendance for the classroom sessions that will occur four times during the semester. The dates for these classroom sessions are listed on the syllabus.
- 2) Individual Meetings with Program Director – From time to time, each student shall meet with Professor Terry on an individual basis to evaluate the progress of his or her externship. Professor Terry will conduct these meetings on an “as-needed” basis and will schedule them in consultation with the student.
- 3) Weekly Timesheets – Students must submit their timesheets to Professor Terry by e-mail or by hand every Monday by 1:00 p.m. for the preceding week. Timesheets must be signed by the field placement supervisor or, if the field placement supervisor is unavailable, by an appropriate substitute in the office in which the student is serving as an extern.
- 4) Weekly Journals – Students must make a significant journal entry each week of two double-spaced, typed pages, regarding the externship experience. These journal entries must be submitted to Professor Terry by e-mail or by hand every Monday by 1:00 p.m. for the preceding week. Professor Terry will discuss confidentiality parameters during the orientation session.
- 5) Student Evaluation – At the end of the externship placement, every student must submit a student course evaluation to Professor Terry. This evaluation is a standard form the student will be asked to complete with thoughts on how to improve the externship program in the future.
- 6) Supervisor Evaluation – Each Field Supervisor shall complete an evaluation of each student that the Field Supervisor is responsible for supervising.
- 7) Social Functions – Students shall not attend any of the internal or external social functions of the office in which they are serving as an extern. There is no exception to this prohibition unless Professor Terry has specifically authorized, in advance, student attendance at a social function. Such authorization will be granted only when Professor Terry has determined in advance that student participation in the social function is relevant to the goals of the externship program. Student participation and attendance at in-house, “brown bag” lunches provided by the office in which the student is serving as an extern are acceptable.

¹ These rules apply to all types of externships.

- 8) Political views – Students may find themselves working with people who hold different political viewpoints and opinions. Students serving as externs need to be respectful and tolerant of all viewpoints and opinions that they encounter during their externship placement.
- 9) Professionalism – Students must, at all times, maintain a professional image both in dress and conduct. Students should recognize that they are representatives of the law school and that their conduct will reflect on the law school. Students shall abide by the Arkansas Rules of Professional Conduct, the Arkansas Rules of Judicial Conduct, and all other applicable ethical rules. Students shall follow the dress code of the office in which they are serving as externs and shall not wear jeans or other casual clothing to their placement office unless they are specifically authorized by their field placement supervisor to do so. In the course of their work at the General Assembly, legislative externs should wear business attire and should not wear jeans or other casual clothing to the State Capitol under any circumstances.
- 10) Commitment – Each extern selected to participate in this program was chosen after careful deliberation. Each extern is expected to be committed to complete participation in the program. If an extern is not willing to give 100% effort to the program, then the extern should withdraw from the program.
- 11) Rules & Protocol – The rules, policies, and protocols of the courts, legislative offices, and agencies where students are serving as externs are strictly enforced. Student externs should abide by all rules and be at all times respectful of the longstanding protocols of their placement sites.
- 12) Hours – Students must complete at least 100 hours of service by the end of the semester and commit to spend 10 hours a week in the office in which they are serving as externs.
- 13) Outside Employment – To avoid any conflicts of interest, judicial externs are prohibited during the term of their externship from engaging in outside employment in the legal profession (whether paid or unpaid). This prohibition does not apply to legislative externs. However, legislative externs who work in the legal profession during their externship must obtain a letter from their employer stating that the employer does not object to the student's participation in the externship program and that the employer understands that the student cannot advocate as a representative of the employer while the student is serving as an extern.
- 14) Non-payment Rule – All externships are non-paying, meaning students cannot receive payment in return for their work.
- 15) Abuse of Externship Position – An externship is a position of trust. Externs shall not use the prestige of their placement offices for unethical or improper purposes.